

City of Chattanooga, TN
Personnel Class Specification

CLASS CODE 1301

FLSA: Non-Exempt

CLASSIFICATION TITLE: INVENTORY CLERK

PURPOSE OF CLASSIFICATION

The purpose of this classification is to maintain department equipment and supplies.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Answers phone/radio; takes or relays messages; receives and sends faxes.

Assists visitors; answers questions from vendors and other departments.

Maintains department supplies, parts, equipment, and uniforms; processes associated forms and documents; logs transactions in computer as necessary.

Evaluates equipment for repair or maintenance requirements; repairs or processes maintenance requisitions for equipment; processes work orders; may deliver or pick up equipment for maintenance; transmits equipment and parts for maintenance.

Processes meter readings as applicable; processes lab work as required.

Obtains price quotes; reviews products for department use and makes recommendations.

Processes requests for equipment, parts, uniforms, and supplies; investigates availability using computer.

Anticipates needs and orders supplies or materials; monitors status of back-ordered items.

Conducts inventories; rotates stock; checks inventories for availability; verifies availability of items with vendors.

Prepares, reviews, and codes purchase orders; prepares special orders; updates computer inventory.

Drives vehicles; picks up and makes deliveries of materials, equipment, and supplies; unloads and stocks inventory.

Arranges and prepares for deliveries; prepares distribution and installation of materials and supplies; inventories and catalogs deliveries.

Assigns identification or code numbers to new equipment or supplies.

Disburses supplies, parts, equipment, or uniforms; charges items to appropriate department or account, where applicable.

Maintains logs on equipment where required.

May operate special equipment in providing supplies or maintenance.

Monitors costs and product use as directed; updates product or labor costs as needed.

Maintains and updates files and records on supplies, parts, equipment, uniforms, repairs, maintenance, and other related items.

May maintain and enforce special contracts; monitors contract to ensure proper execution.

Supervises and directs assigned staff, processing employee concerns and problems, directing work, and counseling.

May perform some payroll duties.

Attends training workshops as needed.

Performs cleaning/house-keeping duties as necessary.

Maintains appearance of work area or other areas as needed.

May perform minor repair or construction duties.

Assists in other department functions.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by one (1) to two (2) years previous experience and/or training involving clerical or maintenance work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to compile, assemble, copy, record and/or transcribe data according to a prescribed schema or plan. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a variety of reference data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment in situations characterized by repetitive or short cycle operations covered by well established procedures or sequences.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, disease, or pathogenic substances.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.